

AAdministrative
Services
Letter

04-03
Professional Dues & Memberships



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Signed By	Marie LaVergne, Chief Administrative Services Division	Number	04-03
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Subject	Professional Dues Reimbursements & Memberships	Expires	When Cancelled
Guide Section	Personnel	Reference	New

Attached is the new [ARB Professional Dues Reimbursement/Memberships](#) policy and procedures. Individual memberships in professional organizations for represented employees are governed by collective bargaining agreements. For non-represented employees, these memberships are governed by DPA rules. For represented and non-represented employees, payment is on a reimbursement basis via a travel expense claim processed through the Accounting Office.

Departmental memberships in professional organizations are considered a service and, therefore, must be procured through Contract and Procurement Services Section (CPSS).

If you have any questions about this ASL, please contact Labor Relations in the Administrative Services Division.

[Attachment](#)